



TOWN OF BUENA VISTA

Job Title:
Planner I

Department: Planning	Pay Grade: 5
Reports to: Planning Director	Wage Range: \$20.80 - \$31.53 per hour + full-time benefits
Work Location: Town Hall	Origination Date: 04/01/2019
FLSA Status: Exempt	Revision Date: 07/18/2023
Full Time: Yes (40 hours/week)	Approved By: J. Benson, Planning Director

JOB SUMMARY

Performs technical and customer service duties in support of land use planning activities of the Planning Department.

JOB DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Conducts preliminary review of applications, plats, maps, documents, files, and other data related to planning. Prepares written comments for Planning Director.
- Conducts site visits for the purpose of measuring setbacks, confirming construction is proceeding according to zoning requirements and approved plans, investigating possible code violations, and miscellaneous troubleshooting.
- Keeps detailed records and maintains files for all documents related to land use planning, building permits, improvement agreements, development applications, plats, maps, electronic GIS data, etc.
- Prepares project files, information packets, and review instructions for development applications.
- Assists the Planning Director with the preparation of/revisions to written material and electronic media presentations related to development applications, informational handouts, and other materials used by the Planning Department.
- Prepares monthly reports related to development activities in the Town of Buena Vista.
- Assists the Planning Director, coworkers, applicants, and members of the public in preparing for public hearings related to permit applications and land use planning.
- Prepares staff reports for work sessions and public hearings of the Planning and Zoning Commission and Board of Trustees, as assigned by the Planning Director.
- Attends Planning and Zoning Commission and Board of Trustees meetings to conduct presentations of the information contained in staff reports, as assigned by the Planning Director.

- Researches, retrieves, copies, delivers, and records documents and data related to permit and land use decisions.
- Assists Planning Director with long-range planning projects.
- Responds to public inquiries with accurate references to applicable land use code.
- Maintains a positive working relationship with the public.
- Follows safe work practices.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Occasional intern

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- GIS, Adobe Creative Suite (InDesign, Illustrator), Google Sketch Up, internet resources, and Microsoft Office applications
- Zoning practices and land use planning, including enforcement of related codes and ordinances
- Methods and practices of building, plumbing, electrical, and mechanical trades
- Architectural design guidelines and methods
- Techniques of effective technical reporting and presentation

Skills and Ability to:

- Work in an organized, accurate, and efficient manner with minimal supervision
- Interact with the public in a calm and courteous manner
- Read and interpret engineering drawings, plans, plats, maps, and specifications
- Read GIS data and create maps using GIS data
- Read site plans for compliance with zoning requirements
- Communicate effectively both verbally and in writing
- Use personal computer equipment and software, including word processing, database management, and spreadsheet applications
- Establish and maintain effective working relationships with developers, architects, contractors, property owners, coworkers, the general public, and elected and appointed officials

EDUCATION AND EXPERIENCE

- **Education/Training:** Bachelor's degree with major course work in planning, urban design, construction management, or related field required
- **License or Certificates:** Must possess and maintain a valid Colorado driver's license.
- **Work Experience:** At least two years of increasingly responsible work in a planning department or related field. Small, rural community experience preferred.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties of this position are performed in an office environment and involve sitting at a computer for extended periods. Site visits can occur in all types of weather conditions and may involve exposure to a dusty and/or noisy environment.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee must be capable of lifting and moving 25 pounds. May require climbing, balancing, bending, stooping, kneeling, and/or crouching.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name